



# ClubsComplete

Opening a world of opportunities to  
children and young people

## Medication Policy

### Policy Statement

At ClubsComplete™, we have effective procedures in place to support children with their medical needs and promote the good health of all children. Any medication needed in the club must be signed off first by a parent/guardian. Once this medication is given in the setting, medication logs will be updated with the time, date, and the person who administered the medication, this file will be kept on site in a locked cupboard.

### Procedures

- If a child is unwell when they are brought to the club, parents/teachers should inform the ClubsComplete™ member of staff on duty, staff reserve the right to refuse a child if he/she is not well enough to participate in the club that day.
- ClubsComplete™ staff can not administer any prescribed medication without a signed medication form from the parent.
- All medication will be administered by the most senior member of staff running the club
- Should a child require an epi-pen whilst on site, parents must first call to the Head Office to see if it possible for their child to attend, as Epi-Pen training is not part of standard staff on-boarding so staff may not have the adequate training to support the child
- If a parent asks a ClubsComplete™ member of staff to administer a dosage of medication that is more than the recommended dosage on the medication packaging, ClubsComplete™ staff will not agree to this request.
- All medication must be brought to the setting in the original packaging with the child's name on.
- All medication will be stored as per instructions on the packaging, away from the reach of children.

**Last reviewed : January 2025**

**Next reviewed : January 2026**